

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG   
 SCREENING FOR A CLINICAL EDUCATION PROGRAM

Southeastern Technical College Health Science Background & Drug Screening Alcohol

Background checks and drug screening are required on incoming students to insure the safety of the patients   
treated by students in the clinical education program. You will be required to order your background check   
and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or   
associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal   
business days to complete, and turnaround time of the drug screening results is determined by a variety of   
factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks   
for healthcare workers. The drug screening service is conducted by Quest Diagnostics. Your order must be placed online though Student Check.

Go to [www.mystudentcheck.com](http://www.mystudentcheck.com/) and select your School and Program from the drop down menus   
for School and Program. It is important that you select your school worded as Southeastern Technical College Health Sciences Background & Drug Screening Alcohol. Make sure to choose the one with Alcohol in the title.

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. Texas residents will pay $116.91 and New Mexico residents will pay $115.83. Residents in all other states will pay $108.00. For your records, you will be provided a receipt and confirmation page of background check and   
drug screening through PreCheck, Inc. (You will pay $108.00.)

Please note, to complete the drug screen, you must provide a copy of the receipt to your school to   
receive a Chain of Custody Form to submit for drug testing. Your instructor will notify you of the required collection site.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

 Does PreCheck need every street address where I have lived over the past 7 years? No. Just the   
 city and state.

 I selected the wrong school, program, or need to correct some other information entered, what do I   
 do? Please email StudentCheck@PreCheck.com, with the details.

 How long does the background check take to complete? Most reports are completed within 3-5   
 business weekdays.

 How long does the drug screening take to complete? Screening can be impacted by a variety of   
 factors.

 Do I get a copy of the background report? Yes. Log into [www.mystudentcheck.com](http://www.mystudentcheck.com/) and click on   
 “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the   
 application number to download and print a copy. This feature is good for 90 days after submittal.   
 After 90 days, you will be charged $14.95 for a copy of your report, and will need to contact   
 PreCheck directly to request this.

 Do I get a copy of the drug screening? Your school or clinical site may have a designated   
 administrator who receives results via fax or through e-results, however if they direct you to contact   
 PreCheck please email your name, request, and the last 4 digits of your SSN to   
 studentcheck@precheck.com. We will advise you of whether we house the results.   
 I have been advised that I am being denied entry into the program because of information on my   
 report and that I should contact PreCheck. Where should I call? Call PreCheck’s Adverse Action   
 hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting   
 Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.